

YOUR GUIDE TO THE FULL FEE INTERNET RENEWAL SYSTEM

Updated, June, 2004

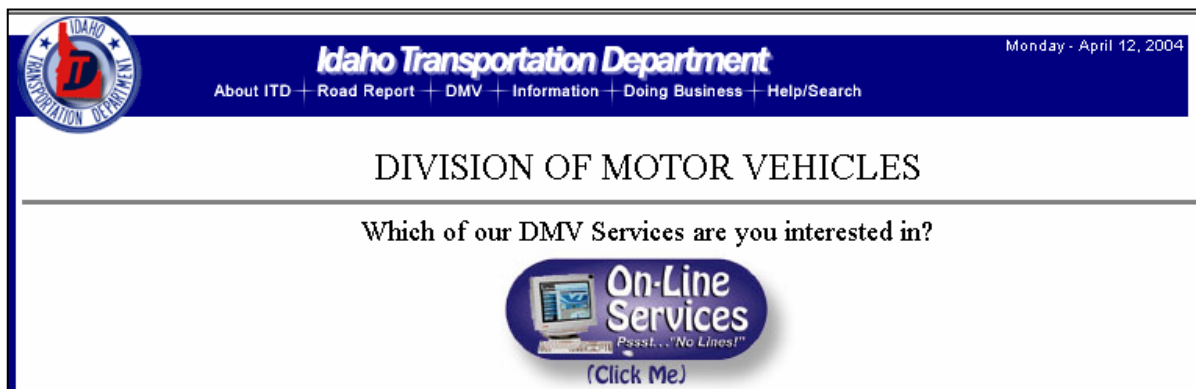


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Step 1: Accessing the Internet Site

Two options: go to trucking.idaho.gov and click on "Full Fee Registration Renewal," or, go to dmv.idaho.gov and click on the "On-Line Services" button (see below).

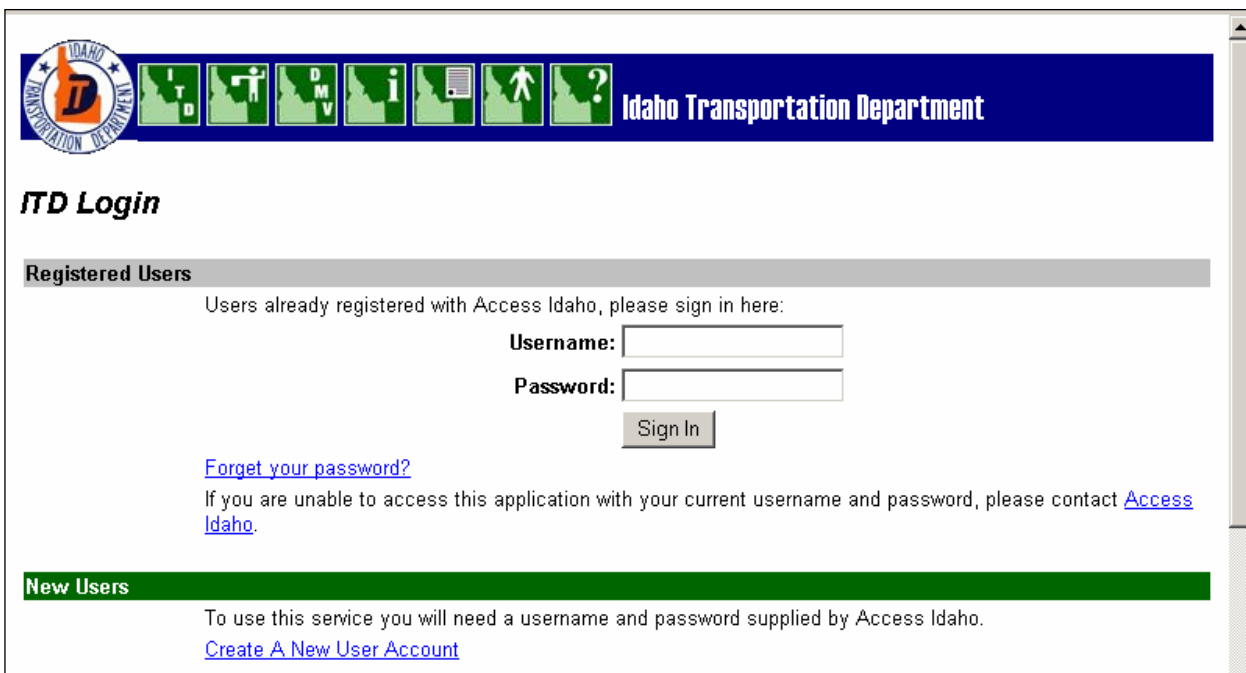


Click on the [Commercial Full Fee Vehicle Registration Renewals](#) link



Step 2: Creating a New User Account

If you are a new user, click "Create A New User Account." If you are already a registered user, type in your user name and password, click "Sign In" and then proceed to step 3 on page 6.



The screenshot shows the ITD Login page. At the top is a blue header with the Idaho Transportation Department logo and a row of icons representing various services. Below the header, the page is titled "ITD Login". There are two main sections: "Registered Users" and "New Users".

Registered Users

Users already registered with Access Idaho, please sign in here:

Username:

Password:

[Forget your password?](#)

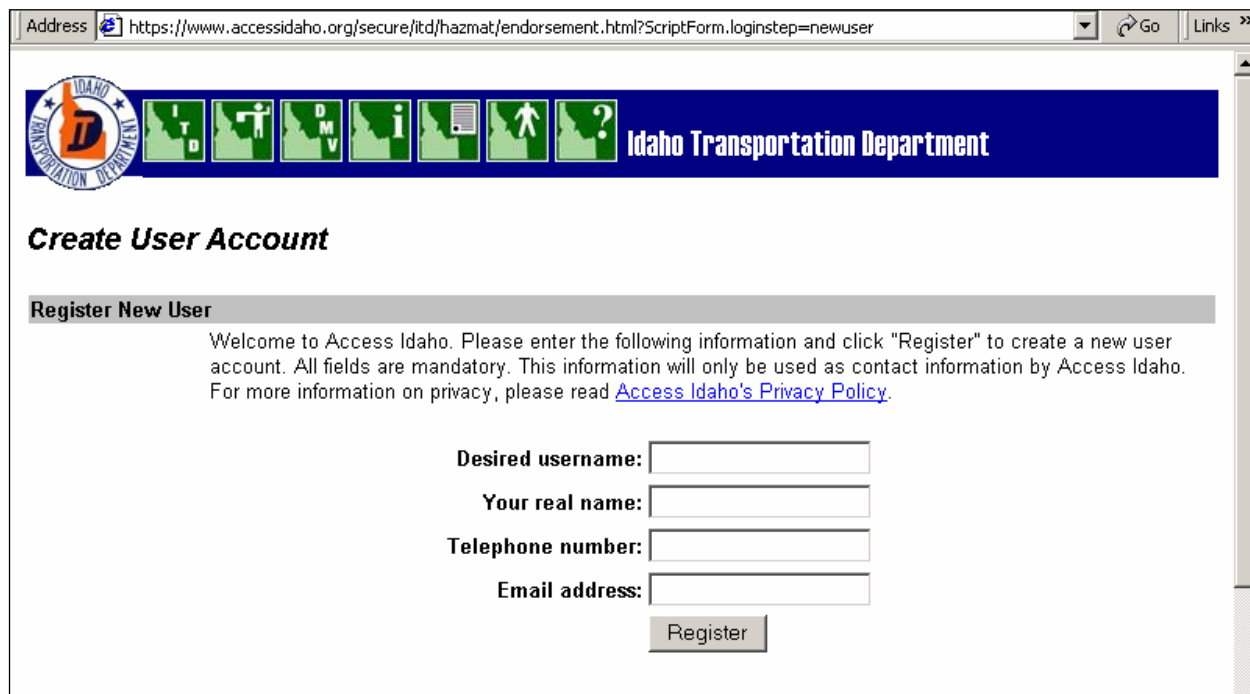
If you are unable to access this application with your current username and password, please contact [Access Idaho](#).

New Users

To use this service you will need a username and password supplied by Access Idaho.

[Create A New User Account](#)

To create a new user account, type in the information and click "Register." You will receive an e-mail from Access Idaho with an initial password to use the first time. The initial password will need to be changed to a new password of your choice.



The screenshot shows the "Create User Account" page. At the top is a blue header with the Idaho Transportation Department logo and a row of icons representing various services. Below the header, the page is titled "Create User Account". There is a section titled "Register New User".

Register New User

Welcome to Access Idaho. Please enter the following information and click "Register" to create a new user account. All fields are mandatory. This information will only be used as contact information by Access Idaho. For more information on privacy, please read [Access Idaho's Privacy Policy](#).

Desired username:

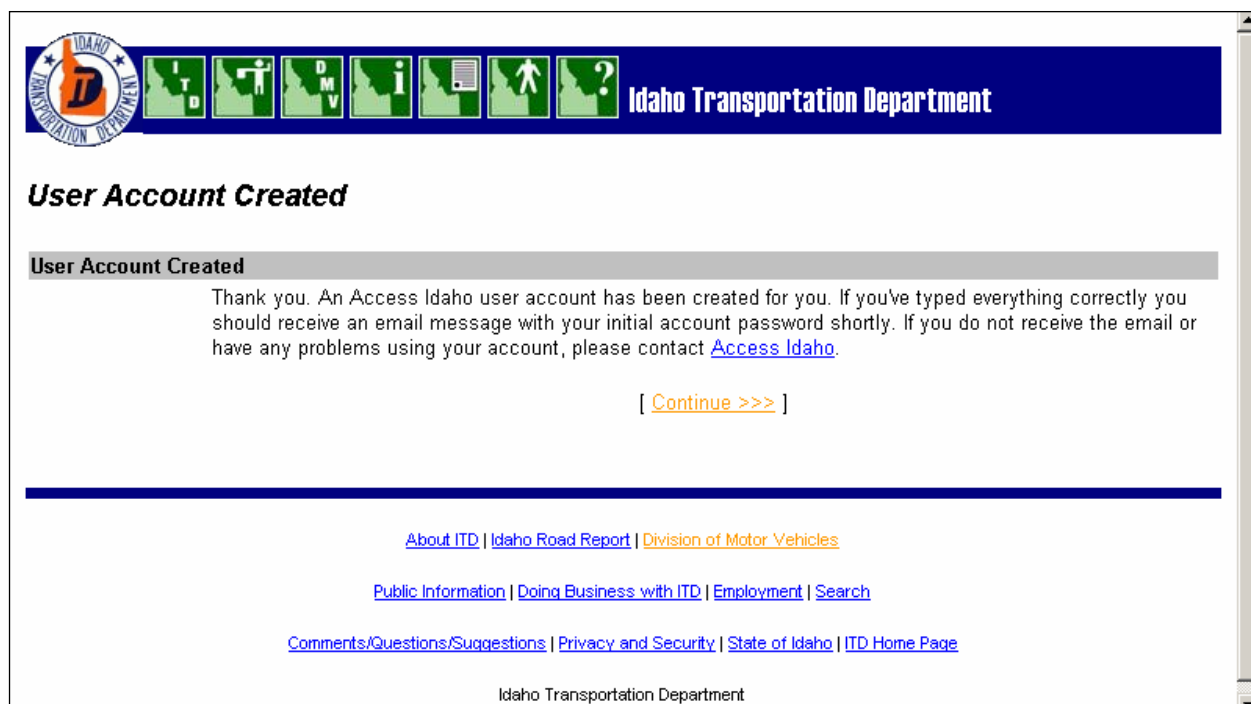
Your real name:

Telephone number:

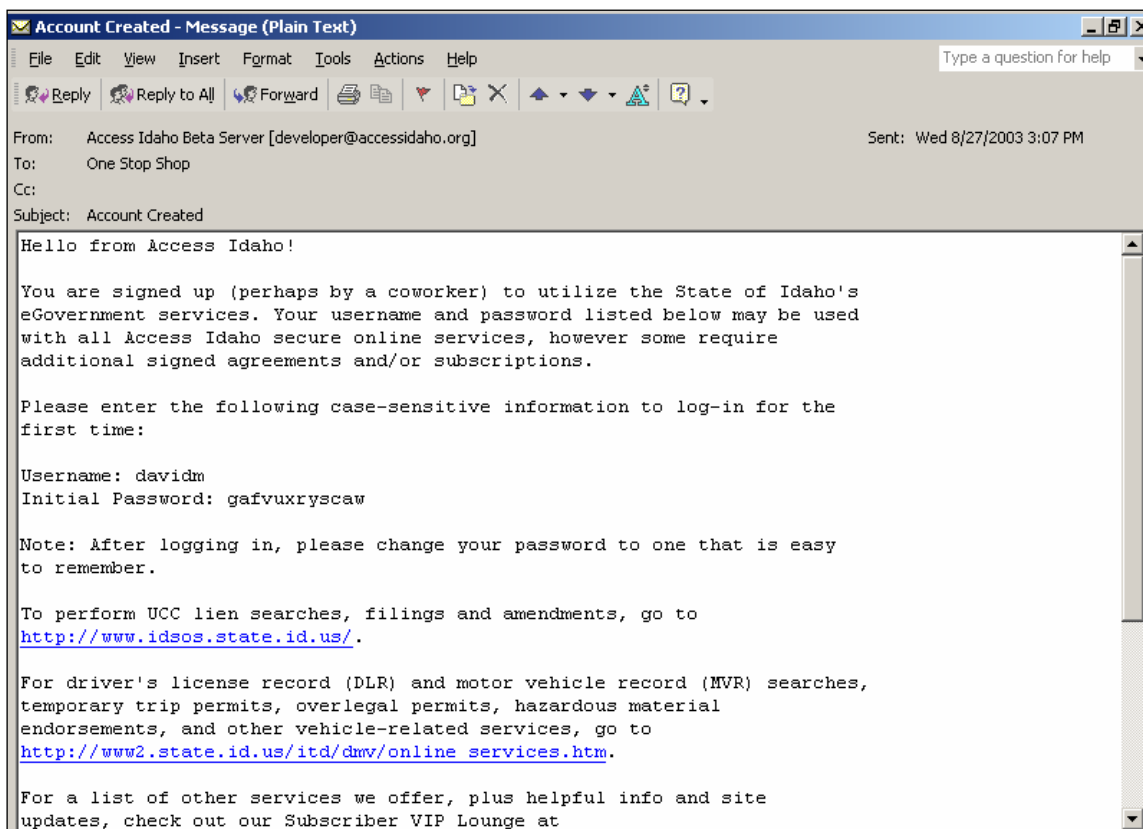
Email address:

Step 2: Creating a New User Account (continued)

You should receive a message that an Access Idaho account has been created for you. Click "Continue" and then check for the e-mail message with the initial password.

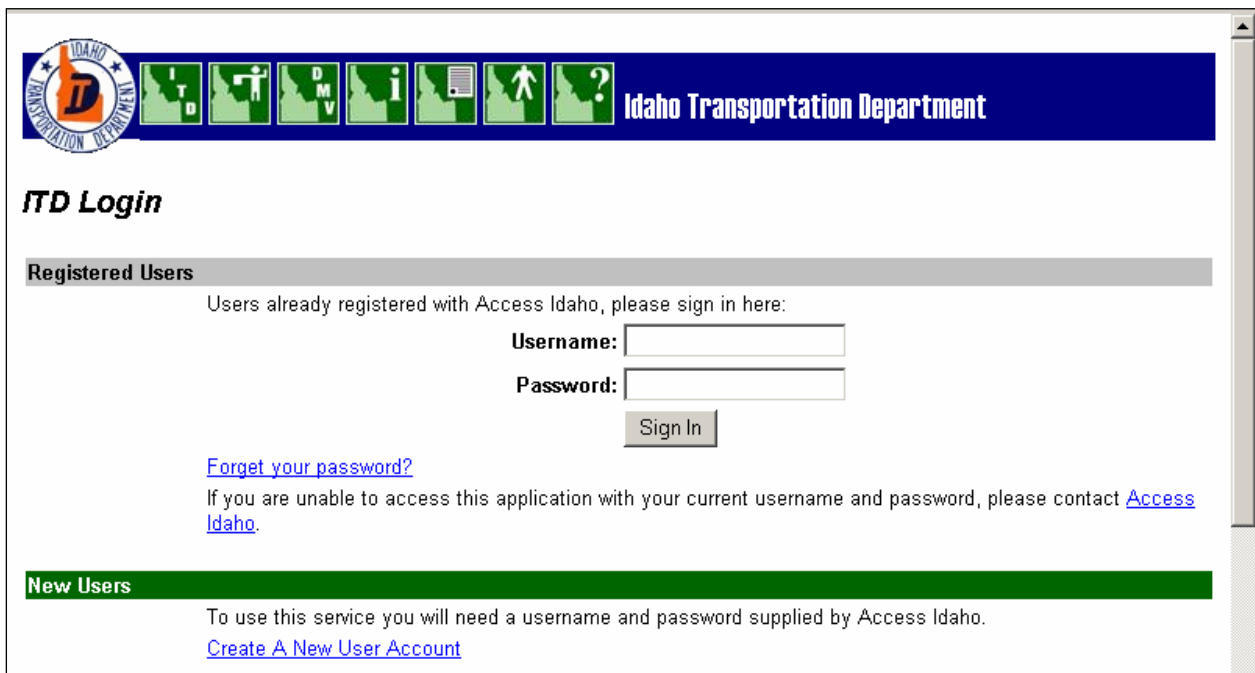


Here's an example of an e-mail message confirming that you are signed up. It will contain your username and the initial password to log in.



Step 2: Creating a New User Account (continued)

Type in your user name and the password from the e-mail message, and click “Sign In.”



The screenshot shows the ITD Login page. At the top is a blue header with the Idaho Transportation Department logo and a row of icons representing various services. Below the header, the page title "ITD Login" is displayed. A section titled "Registered Users" contains a message: "Users already registered with Access Idaho, please sign in here:". Below this message are two input fields labeled "Username:" and "Password:", followed by a "Sign In" button. A link "Forget your password?" is provided below the password field. A paragraph states: "If you are unable to access this application with your current username and password, please contact [Access Idaho](#)." Below this is a green section titled "New Users" with a message: "To use this service you will need a username and password supplied by Access Idaho." and a link "Create A New User Account".

ITD Login

Registered Users

Users already registered with Access Idaho, please sign in here:

Username:

Password:

[Forget your password?](#)

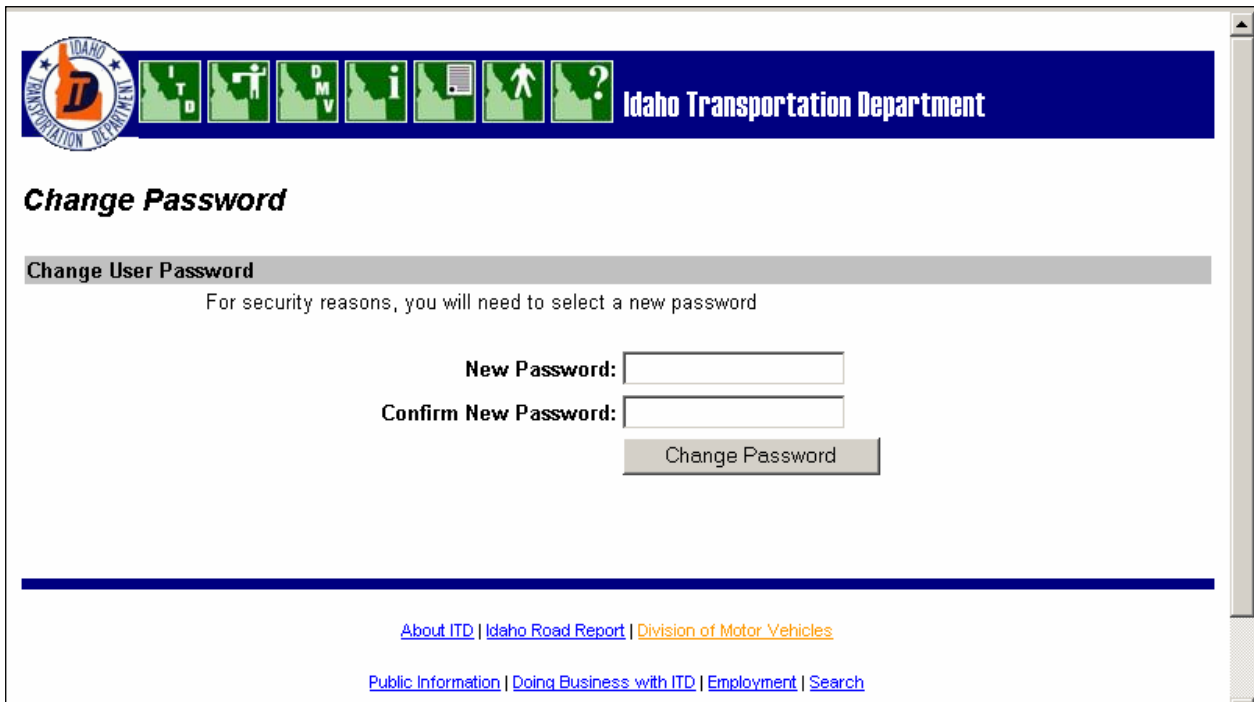
If you are unable to access this application with your current username and password, please contact [Access Idaho](#).

New Users

To use this service you will need a username and password supplied by Access Idaho.

[Create A New User Account](#)

The system will prompt you to change your password. Pick something that is secure, yet easy for you to remember. Remember that passwords are case-sensitive.



The screenshot shows the ITD Change Password page. At the top is a blue header with the Idaho Transportation Department logo and a row of icons representing various services. Below the header, the page title "Change Password" is displayed. A section titled "Change User Password" contains a message: "For security reasons, you will need to select a new password". Below this message are two input fields labeled "New Password:" and "Confirm New Password:", followed by a "Change Password" button. At the bottom of the page, there are several links: "About ITD", "Idaho Road Report", "Division of Motor Vehicles", "Public Information", "Doing Business with ITD", "Employment", and "Search".

Change Password

Change User Password

For security reasons, you will need to select a new password

New Password:

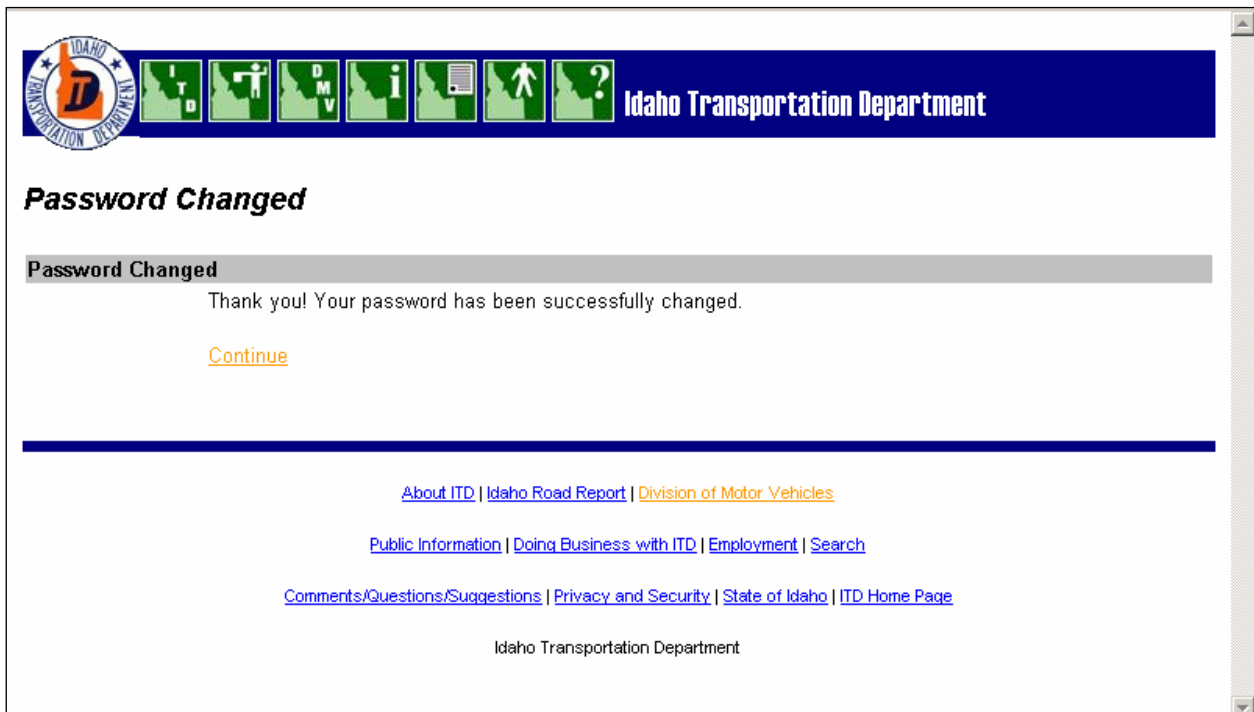
Confirm New Password:

[About ITD](#) | [Idaho Road Report](#) | [Division of Motor Vehicles](#)

[Public Information](#) | [Doing Business with ITD](#) | [Employment](#) | [Search](#)

Step 2: Creating a New User Account (continued)

The system will confirm that you have successfully changed your password. Click "Continue" to log in.



Step 3: Finding Your Vehicle Records

You are now at the “Account Login” screen. Read the information carefully, then type in your 7-digit Idaho Motor Carrier Account Number and click “Begin” to find your vehicle records that are eligible for renewal. (If you don’t know all 7 digits of your account number, contact the One Stop Shop at 208-334-8611 or e-mail: onestop@itd.state.id.us.)

**Idaho Transportation Department**

Commercial Full Fee Vehicle Registration Renewal

Account Login

[[Print Mail-in Renewal List](#)] [[Fee Calculator](#)]

Welcome. This application allows you to:

- Renew the registration for your commercial Full Fee power units & trailers that are licensed through the One Stop Shop. Note: for vehicles over 54,000 pounds, Form 2290 must be on file with the One Stop Shop.
- Purchase and print Temporary Vehicle Clearance (TVC) for any of your vehicles that you renew online. You may operate in Idaho on a TVC while waiting for your registration and stickers (and plates, if applicable) to be mailed to you. This is a good option if your previous registrations are expired or close to expiration.
- Make changes to your vehicle data **when renewing**, such as requesting a new plate, changing the weight, unit number, operation type, etc.
- Pay for your purchases by credit card (\$10,000 limit), e-check, or Access Idaho Subscriber account. You also have the option to pay with installments for vehicles over 60,000 pounds if you meet certain criteria.
- A convenience fee of \$1.50 per unit (\$2.50 if a TVC is purchased) will be charged regardless of payment method.

Enter your 7 digit Idaho Motor Carrier Account Number to begin.

(example: 123456-7)

Please Note



The following **cannot** be processed online:

- Changes to your registrant name or address
- Commercial vehicles being registered for the first time
- Changes to currently registered vehicles (other than when renewing)
- Renewals with a mileage **estimate** of 7,500 or less (for vehicles over 60,000 lbs.)
- Changes to vehicle type, VIN, year, or make of vehicle.

Questions? Contact One Stop Shop: P.O. Box 34 Boise, ID 83731-0034 Ph:(208)334-8611 Fx:(208)334-2006
onestop@itd.state.id.us

Step 3: Finding Your Vehicle Records (continued)

You will see a “search” screen which will give you the opportunity to either bring up all of your records or a specified portion of them. If you have fewer than 100 records to bring up, it is recommended that you click the “Find all renewable registrations” button.

**Idaho Transportation Department**

Renew Commercial Full Fee Vehicle Registrations

ONLINE TRUCKING INC #112372-6
1441 HUDSON RD
GRANGER, WA 98932-0000
[\[Review transactions \]](#) [\[Log out \]](#)

Find all renewable registrations
Finding hundreds of renewals may take up to an hour to complete.


Find specific renewable registrations
Use '*' to find records that start with certain characters (example: *58 for all unit numbers beginning with 58).


A search for characters without a '*' will return all units with the characters anywhere in the number. (XT in the Plate field will return XT0000 and 00XT00).

Unit:
VIN:
Plate:
Check to include Power Units ☒ 60,000 lb or less ☒ over 60,000 lb
Check to include Trailers ☒

Step 4: Renewing Your Vehicles

Once you have chosen your range of vehicles to view, you will go to this vehicle screen. Up to five (5) vehicles will be displayed on a page.




Idaho Transportation Department

Renew Commercial Full Fee Vehicle Registrations

ONLINE TRUCKING INC #112372-6

1441 HUDSON RD
GRANGER, WA

[\[Review transactions \]](#) | [\[Log out \]](#)

You can go to the next page of vehicles (if you have more than 5 vehicles) by clicking "Next" or by typing in the page number and clicking "Go."

Find Unit #

1 of 2

Sort by >>	Unit #	VIN	Plate	Year	Make	Expires
<input type="checkbox"/> Renew for 1 year <input type="checkbox"/> Issue Temporary Vehicle Clearance <input type="checkbox"/> Issue New Plate	3	1KW2001ABC2345777	YT2059	2001	KW	12/31/2003
<div style="display: flex; justify-content: space-between;"> <div>Type: TT</div> <div>Title # B12345678</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Fuel: Diesel</div> <div>Oper: Private</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Weight: 106</div> <div>Miles: <input type="text"/></div> </div>						
<input type="checkbox"/> Renew for 1 year <input type="checkbox"/> Issue Temporary Vehicle Clearance <input type="checkbox"/> Issue New Plate	4	1FRHT3BCED3553820	XT2014	2000	FRHT	12/31/2003
<div style="display: flex; justify-content: space-between;"> <div>Type: TR</div> <div>Title # 12345679</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Fuel: Diesel</div> <div>Oper: Private</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Weight: 62</div> <div>Miles: <input type="text"/></div> </div>						
<input type="checkbox"/> Renew for 1 year <input type="checkbox"/> Issue Temporary Vehicle Clearance <input type="checkbox"/> Issue New Plate	7	7TESTTRWSTR123455	XT2015	1999	WSTR	12/31/2003
<div style="display: flex; justify-content: space-between;"> <div>Type: TR</div> <div>Title # CN</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Fuel: Diesel</div> <div>Oper: Exempt</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Weight: 86</div> <div>Miles: <input type="text"/></div> </div>						
<input type="checkbox"/> Renew for 1 year <input type="checkbox"/> Issue Temporary Vehicle Clearance <input type="checkbox"/> Issue New Plate	8	1INTL12345R123742	XT2016	1998	INTL	12/31/2003
<div style="display: flex; justify-content: space-between;"> <div>Type: TR</div> <div>Title # A489738599</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Fuel: Diesel</div> <div>Oper: Private</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Weight: 94</div> <div>Miles: <input type="text"/></div> </div>						
<input type="checkbox"/> Renew for 1 year <input type="checkbox"/> Renew for 7 years <input type="checkbox"/> Issue Temporary Vehicle Clearance <input type="checkbox"/> Issue New Plate	5T	5TGDANTRLR	ZR3266	2003	GDAN	12/31/2003
<div style="display: flex; justify-content: space-between;"> <div>Type: ST</div> <div>Title # CN</div> </div>						

After making all of your selections on all pages, click "Finished" to process the renewals and to move to the payment screens.

Step 4: Renewing Your Vehicles (continued)

Once you have selected the records you want to renew on a particular page, click "Next" or use the "Go" feature to go to another page, or click "Finished" if you have completed all your selections that you want to renew. The system will check to make sure all the information is correct for the vehicles you have selected, before it will allow you to go to another page, or to go to the billing information screen when you click "Finished." If something is incorrect, the system will prompt you with a message. Fix the incorrect information, and then try it again.

Renew Commercial Full Fee Vehicle Registrations

ONLINE TRUCKING INC #112372-6
1441 HUDSON RD
GRANGER, WA

[[Review transactions](#)] [[Log out](#)]

Please correct the errors below

Find Unit # Go

1 of 2 Go Next >>>

Sort by >> Unit # VIN Plate Year Make Expires

A valid Title number must be entered.

☒ Renew for 1 year 2MACK200312345655 YT2058 2002 MACK 12/31/2003

☐ Issue Temporary Vehicle Clearance Type: TK Title #

☐ Issue New Plate Fuel: Diesel Oper: Exempt ?

Weight: 54 ? Miles: - ?








The system will display error messages in red. In this example, a valid title number was not entered for the unit selected.



Step 5: Paying For Your Renewals

Once you have clicked “Finished” and the system passes all edits, it will take you to the “Billing Summary” screen. Here you can view a summary of fees due for the vehicles that you have selected. If you wish to make any changes, or renew more vehicles in the same transaction, you can click the “Renew Additional Vehicles” link to go back to the vehicle selection page(s). To see specific details about each vehicle that you have selected for renewal, including a breakdown of fees per unit, click the “Renewal Details” link. Once you are ready to complete the transaction and make your payment, click the “Proceed to payment” button.

Note: if you see a button regarding paying with installments, you may select that option. This option will only be available if you meet certain criteria, such as having a “clear” account with ITD, registering for 12 months, and having previous Full Fee installment plans paid off. You will be required to read and agree to the conditions laid out in the installment payment agreement notice. Installment payments only apply to Idaho registration fees for vehicles over 60,000 pounds.

**Idaho Transportation Department**

Commercial Full Fee Vehicle Registration

ONLINE TRUCKING INC #112372-6
1441 HUDSON RD
GRANGER, WA 98932-0000

[\[Review transactions \]](#) [\[Log out \]](#)

[\[Renew Additional Vehicles \]](#)

Following are registration renewals that are currently awaiting payment. You may request as many renewals as you like on one bill, but the requests will not be processed until you provide payment information. Please select a link above to request another renewal. Click "Proceed to payment" when you are finished requesting renewals.

Please verify the accuracy of these renewals. To do this, click "renewal details."

[\[Renewal Details \]](#)

Billing Summary

Type of Fee	Quantity	Fee
Registration Fee	2	\$657.00
Administrative Fee	2	\$8.00
EMS Fee	2	\$2.50
Insurance Fee	2	\$4.00
Highway District Fee	0	\$0.00
Temporary Vehicle Clearance	1	\$10.00
Plate Fee	0	\$0.00
Subtotal:		\$681.50
Online Convenience Fee:		\$4.00
Total Charges		\$685.50

[Proceed to payment](#)



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6/23/04

Step 5: Paying For Your Renewals (continued)

If you click the "Renewal Details" link, you will see the fee detail for each unit. Click "Billing Summary" to go back to the previous screen where you can proceed to the payment screens.

**Idaho Transportation Department**

Commercial Full Fee Vehicle Registration

ONLINE TRUCKING INC #112372-6
1441 HUDSON RD
GRANGER, WA 98932-0000
[\[Review transactions \]](#) [\[Log out \]](#)
[\[Renew Additional Vehicles \]](#)

Following are registration renewals that are currently awaiting payment. If you do not wish to renew one of these vehicles, click the "cancel" link next to one of the registrations. To view a summary of the charges for these renewals, click "Billing Summary."

[\[Billing Summary \]](#)



Reviewing Renewals

	Plate #	1y	7y	PI	TVC	Unit	VIN	Wgt	Plan	REG	ADM	EMS	INS	HDR	PLT	TVC	OCF	TOT
pending	YT2069	X			X	100	100TESTFORDTRUCK	50		\$270.00	\$4.00	\$1.25	\$2.00			\$10.00	\$2.50	\$289.75
pending	YT2070	X				200	200TESTCHEVYTRUCK	54		\$387.00	\$4.00	\$1.25	\$2.00				\$1.50	\$395.75



Step 5: Paying For Your Renewals (continued)

After clicking the "Proceed to payment" button, you will come to the "instant payment gateway." Fill in the information, and then click "Next" to go to page 2 of the payment information screens.

**Idaho Transportation Department**

Payment Information (1 of 2)

Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:

Full Fee Registration Renewals for 112372-6

Service: Full Fee Renewal <= \$10,000 (38)

Description	Cost	Qty	Total
Online Convenience Fee	\$4.00	1	\$4.00
Renewal Fees	\$681.50	1	\$681.50
Total:			\$685.50

Access Idaho Subscribers

If you've indicated to Access Idaho that you'd like to be able to use your subscriber account to pay for this service, log in with your subscriber account below.

You are logged in as **dmetcalf**

[[Log in as a different user](#)]

An active subscription for this service was not found. Please click "log in as a different user" above to log in with your subscriber account.

Instant Payment Customers

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read [Access Idaho's privacy policy](#).

* Name:

* Billing Address:

* City:

* State/Province:

Country:

* Postal/Zip Code:

Telephone Number:
(Optional: For billing questions)

E-mail Address:
(Optional: For billing questions and e-mail receipt)



* Payment Method:

<<< Back Next >>>

Billing problems? Contact [Access Idaho](#) (208) 332-0102, 1 (877) 4ID-EGOV.

Step 5: Paying For Your Renewals (continued)

Here is the second page of the payment information. Fill in your credit card number or other requested information and click "Next."

**Idaho Transportation Department**

Payment Information (2 of 2)

Billing Information

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.

Full Fee Registration Renewals for 112372-6

Service: Full Fee Renewal <= \$10,000 (38)

Description	Cost	Qty	Total
Online Convenience Fee	\$4.00	1	\$4.00
Renewal Fees	\$681.50	1	\$681.50
Total:			\$685.50

Name: David
Address: PO Box 7129
Boise, ID US 83707
Telephone Number: 208-334-8611
E-mail Address: onestop@itd.state.id.us

[[<<< Back to payment information page 1](#)]

Credit Card Information

Please provide your credit card information below:

Card Number:

Card Type:



Expiration Date: /

Billing problems? Contact [Access Idaho](#) (208) 332-0102, 1 (877) 4ID-EGOV.

Step 5: Paying For Your Renewals (continued)

A final billing summary will appear showing that the charges have been authorized. You will receive an e-mail confirmation with a receipt once the fees have been billed. You will receive your renewal registrations, stickers, and plates if applicable, in the mail within a few days.

You can click the "Print/Purchase TVCs" link to print or purchase a TVC (see step 6 on the next page).

**Idaho Transportation Department**

Commercial Full Fee Vehicle Registration

ONLINE TRUCKING INC #112372-6
1441 HUDSON RD
GRANGER, WA 98932-0000
[\[Review transactions \]](#) [\[Log out \]](#)

Following are registration renewals that were purchased in this session. For more information about these charges, click "Renewal Details" or contact the Idaho Transportation Department.
[\[Renewal Details \]](#) [\[Print / Purchase TVCs \]](#)

Billing Summary

Type of Fee	Quantity	Fee
Registration Fee	2	\$657.00
Administrative Fee	2	\$8.00
EMS Fee	2	\$2.50
Insurance Fee	2	\$4.00
Highway District Fee	0	\$0.00
Temporary Vehicle Clearance [Print / Purchase]	1	\$10.00
Plate Fee	0	\$0.00
Subtotal:		\$681.50
Online Convenience Fee:		\$4.00
Total Charges		\$685.50

The following charges have been authorized on your account, and your renewals will be processed as soon as possible. Once all renewals have been processed, your account will be billed ("billed" will appear next to the Transaction ID), and you will receive a receipt via email.

Transaction	1806 (authorized) Full Fee Registration Renewals for 112372-6
Date Authorized	Mon 04/05/2004 02:05:29 PM MDT
Billed To	Credit Card: xxxxxxxxxxxx5555
Cost	\$685.50

Step 6: Printing Temporary Vehicle Clearances (TVCs)

When you click the "Print/Purchase TVCs" link on the "Billing Summary" screen, you will see a screen like the one below. If you purchased a TVC on a particular vehicle, you will see a link that says "print." Click on this to print your TVC.

If you did not purchase a TVC on a particular vehicle, and now you would like to do so, click the "Buy" TVC box next to the record and then click the "Purchase TVCs" button. The system will take you back through the payment screens so you can pay for the additional TVC. Then you can return to this screen to print the TVC.

**Idaho Transportation Department**

Commercial Full Fee Temporary Vehicle Clearances

ONLINE TRUCKING INC #112372-6
1441 HUDSON RD
GRANGER, WA 98932-0000
[\[Review transactions \]](#) [\[Log out \]](#)

[\[Return to Billing Summary \]](#)

Following are TVCs that have been purchased in this transaction. Click "Print TVC" to print a TVC for the vehicle indicated. A TVC may not be printed until the renewal has been authorized.

Print	Plate	Unit	Year	Make	VIN	Type	Oper	Fuel	Wgt
[print]	YT2069	100	2003	FORD	100TESTFORDTRUCK	TK	P	D	50

Following are vehicles renewed in this transaction, but for which a TVC was not purchased. Check the boxes next to any vehicles you want to buy a TVC for and click "Purchase TVCs":

Buy	Plate	Unit	Year	Make	VIN	Type	Oper	Fuel	Wgt
<input type="checkbox"/>	YT2070	200	2002	CHEV	200TESTCHEVYTRUCK	TK	P	D	54

Purchase TVCs



Additional Information

Reviewing Transactions & Finishing Partially-completed Transactions

On several of the screens you will see a link that says “Review transactions.” By clicking this link, you will go to the Account History/Account Login screen, where you will be able to see links to any recent previous transactions. For transactions that you have started, but haven’t finished, click “Resume” next to the transaction to complete the transaction.

Commercial Full Fee Vehicle Registration Renewal	
Account History	
Resume one of the transactions below to renew vehicles, purchase TVCs, or to review the vehicles renewed and TVCs purchased.	
[Resume]	112372-6 ONLINE TRUCKING INC 04/05/2004 authorized
Account Login	

This Account History information is useful for when you are working on a transaction and then need to shut down your computer prior to completing the transaction. When you log back in, the system will enable you to pick up where you left off and complete the transaction. Also, if you have not paid for the transaction, the word “cancel” will show in place of the word “authorized.” You can click “cancel” if you decide not to complete the transaction.

Trouble-shooting

If you are having problems creating a User Account, or you are having problems with your password, contact Access Idaho at www.idaho.gov.

If you are having problems renewing vehicles over 54,000 pounds, the Heavy Vehicle Use Tax (HVUT) flag may not be set. You will need to fax your receipted Form 2290, Schedule 1 to the One Stop Shop so the system can be flagged. If you have questions about this, contact the One Stop Shop by e-mail at onestop@itd.state.id.us.

Printable Renewals List

On the Account Login screen (see step 3 on page 6), you will see a link that says “Print Renewable Registrations.” This will enable you to view a list of your vehicles that are eligible to renew. You have the option of printing this list and mailing it to the One Stop Shop with payment. If you renew online, do not mail this list for the same vehicles.

Fee Calculator

On the Account Login screen you will also see a “Fee Calculator” link. By clicking this link, you can put in data to calculate what the fees would be for a particular vehicle. This may be useful in helping you decide whether or not to renew a particular vehicle.

Logging Out

When you are finished using the system, click the “Log out” link to exit the system.